Section XI
SCHOOL OF
GRADUATE STUDIES
Adrianna Lancaster, Dean

Introduction

Graduate education offers students the opportunity to build upon prior educational achievements to increase knowledge and related skills for career or personal goals. As such, graduate courses assume students possess the commitments and academic skills necessary to approach increased levels or content mastery and application. Correspondingly, faculty will create courses with grading, testing, research and related standards clearly exceeding those reflected in undergraduate education.

East Central University offers four Masters degrees with sixteen options. They are:

**Harland C. Stonecipher**
School of Business

**Master of Science in Accounting**

**College of Education and Psychology**

**Master of Education**

Options:
- Educational Leadership
- Elementary Education
- Library Media
- Reading
- Secondary Education
- Secondary Education - Academic Discipline
- Secondary Education - Educational Technology
- Secondary Education - Sports Administration
- Special Education
- School Counselor

**Master of Science in Psychological Services**

Certificate:
- School Psychologist
- School Psychometrist

**College of Liberal Arts and Social Sciences**

**Master of Science in Human Resources**

Options:
- Counselor
- Criminal Justice
- Human Resources
- Clinical Rehabilitation and Clinical Mental Health Counseling

Certificate:
- Addictions Counseling
Various graduate certification programs satisfying requirements for standard and provisional Oklahoma teaching certificates, Licensed Professional Counselor, and Certified Rehabilitation Counselor, and others are available at the University. These programs are identified in the appropriate sections of this catalog. For further information regarding certification, contact the Dean of the College of Education and Psychology, the Chair of the Psychology Department, or the Chair of the Department of Human Resources.

**Graduate Faculty and Graduate Committee**

The Graduate Committee, representing the Graduate Faculty, recommends the policies of the Graduate Program, and these policies are administered by the Dean of the School of Graduate Studies. The Dean of the School of Graduate Studies or any other person designated by both the President of the University and the Dean of the School of Graduate Studies serves as chair of the Graduate Faculty. A graduate student who is currently enrolled in a degree program shall serve as a member of the Graduate Committee.

Graduate courses are taught by the graduate faculty appointed on the basis of their academic qualifications. The student’s advisor is chosen from the graduate faculty.

**Admission to the University**

Persons desiring admission to the School of Graduate Studies must first be admitted to the University. The Office of Admissions and Records processes applications for admission to the University. A student seeking admission to graduate study at East Central University must:

1. Complete an East Central University Application for Admission/Readmission form.
2. Submit one official transcript from each undergraduate and graduate institution attended, other than East Central University.

**Admission to the School of Graduate Studies**

The School of Graduate Studies processes applications for admission to Graduate Studies. Students may be granted concurrent, probationary, conditional, unconditional or special admission status. A student seeking admission to a graduate program must:

1. Complete an Application for Admission to a Graduate Program.
2. Submit all other credentials required for admission to a particular Graduate Degree Program.
3. Develop a program of study in consultation with an assigned advisor and submit the program of study to the Dean of the School of Graduate Studies by the end of the first semester of enrollment.

**Standards for Admission**

1. Hold a baccalaureate degree from an accredited college or university.
2. Meet the academic admission requirements for the Graduate Degree Program sought (see degree program requirements).

Admission to the School of Graduate Studies must not be considered as equivalent to admission to Candidacy for an advanced degree. Candidates for specific programs and degrees must make proper application at the time and in the manner prescribed by the requirements for the program or degree sought. Individual department requirements must also be met in order to be admitted to a degree program.

**Admission Categories**

**Concurrent Graduate Study**

A senior student who lacks less than a full normal study load and who has completed 100 hours may be permitted to enroll in courses applicable to the graduate program, provided that his or her total study load is not more than sixteen hours in a semester or nine hours in a summer term. No more than six hours in a semester or three in a summer term may be applied to a graduate degree. Semester hours earned may be applied toward either the baccalaureate or graduate degree, not towards both. Such admission to part-time graduate study is tentative, pending completion of baccalaureate work with satisfactory grades. No more than 12 semester hours earned under this policy may be applied to a graduate degree. Graduate enrollment will be changed to non-graduate if graduation requirements are not met. Courses not applying to the undergraduate degree may not be countable as load for financial aid purposes. Students are advised to check with the Office of Financial Aid.

**Probationary Admission**

Probationary admission to a Graduate Degree Program may be granted to an applicant who has not met all the requirements for unconditional admission. Students admitted on probationary admission must demonstrate progress towards meeting the specific requirements for Probationary Admission in order to be granted Unconditional Admission to a Graduate Degree Program.

**Conditional Admission**

Conditional admission to a Graduate Degree Program may be granted to an applicant who has met all requirements for admission to the University and the School of Graduate Studies but has not met all of the requirements for admission to the specific Graduate Degree Program. (See Academic Requirements below for additional requirements.)

**Unconditional Admission**

Unconditional admission to a Graduate Degree Program indicates that the applicant has met all requirements for admission to the University, the School of Graduate Studies, and the Graduate Degree Program.

**Special Graduate Student Admission**

The student holding a baccalaureate or higher degree from an accredited institution who wishes to enroll in a graduate course(s) for credit but who is not seeking current admission to the School of Graduate Studies may enroll as a Special Graduate Student. Such enrollment does not constitute admission to a Graduate Degree Program. (See item 2 under Academic Requirements for restrictions on applicability of graduate credits earned in this status toward a Graduate degree.)

**Admission to Candidacy**

Students who have been admitted to a Graduate Degree Program must submit an application for Admission to Candidacy for the master’s degree no later than the end of the second week of the semester or term in which 60% of the program course work will be completed. Advancement to Candidacy for the master’s degree results from a formal procedure. To be advanced to Candidacy, a student must be in good standing and must:

1. complete 60% of the program requirements;
2. complete standardized test(s) required by the Academic Department;
3. hold a GPA of 3.0 in all work attempted in a degree program.
Application for Degree

A student must apply for award of a degree according to the deadline specified in the Schedule for the semester in which the degree will be awarded. (Failure to graduate necessitates reapplication.) Application must be made at the Graduate School Office. A graduation fee is to be paid in the Bursar’s Office at this time.

Conferring Degrees

Candidates who have fulfilled all requirements for the master’s degree are recommended by the Dean of the School of Graduate Studies to the President of the University for the conferring of their degrees. Attendance at commencement is expected.

Academic Requirements

(Applicable to all degree programs)

1. Total Hours:
   - Master of Education - 32 semester hours (except for Reading and School Counselor which is 33 semester hours and Secondary Education - Academic Discipline which is 36 semester hours)
   - Master of Science in Accounting - 30 semester hours
   - Master of Science in Human Resources
   - Counseling - 60 semester hours
   - Human Resources - 36 semester hours
   - Clinical Rehabilitation and Clinical Mental Health Counseling - 60 semester hours
   - Criminal Justice - 36 semester hours
   - Master of Science in Psychological Services - 60 semester hours

2. Special Graduate Student and Conditional Admission

   No more than twelve (12) semester hours earned as a special or conditional graduate student may be applied to a program of study; time limits apply to these credits.

3. Probationary Admission

   No more than nine (9) hours earned in probationary status may be applied to a graduate degree; time limits apply to these credits.

4. Retention

   Graduate students must maintain an overall graduate grade point average of 3.0 to remain academically in good standing with the School of Graduate Studies.

   A student admitted on probation who does not have a 3.0 or higher cumulative GPA at the end of the semester in which nine (9) semester hours of graduate credit is reached or surpassed (including transfer hours) will be suspended from the program. When a graduate student admitted on probation earns a minimum of nine (9) semester hours with a cumulative GPA of 3.0 or higher, probation will be removed.

   Any student working on a degree program whose GPA is less than 3.0 will be informed by letter. If the GPA continues below 3.0 in the next semester enrolled, the student will be placed on Academic Probation. In this status, a minimum GPA of 3.0 must be earned each semester or term. Failure to earn a 3.0 or higher each semester or term will result in Suspension from the Graduate Degree Program. When the student’s GPA reaches 3.0 or higher, the student will be removed from Academic Probation.

   When a graduate student who has been placed on Suspension from a Graduate Degree Program has earned a 3.0 or higher in a minimum of six (6) additional graduate semester hours, which were approved by the student’s advisor, the student may petition the Graduate Committee for Reinstatement. Graduate credits earned while under Suspension will not apply toward a degree.

   A graduate student whose GPA is less than 3.0 at the completion of an approved program may be permitted to register for a maximum of six (6) additional semester hours at East Central University in courses approved by the student’s advisor and the Graduate Dean. If, after completion of the additional credits, the GPA is still less than 3.0, the student will not be allowed to take additional graduate level work leading toward a graduate degree and will be dropped from the Graduate Degree Program.

5. Outreach and Transfer Credit

   All graduate credit offered by East Central University may count toward completion of program requirements, regardless of the delivery site or method. Graduate credit earned from any Oklahoma college or university at the University Center of Southern Oklahoma may be counted as residence credit. Graduate credit earned elsewhere is subject to transfer credit limitations.

6. Transfer Credit

   The School of Graduate Studies may accept the transfer of credit earned at other colleges and universities accredited for master’s or higher level study by the North Central Association of Colleges and Schools or a comparable regional accrediting association. No grade lower than “B” will be accepted. Any transfer credit must be approved by the Dean of the School of Graduate Studies. Depending upon the degree program, a maximum of nine hours of graduate credit may be transferred, if appropriate, except as noted in the Master of Education degree. See section, Master of Education Degree, General Regulations for the Program, V. Transfer Work.

   Within the School of Graduate Studies, each department determines the number of transfer hours acceptable. The student must consult the appropriate program for such information. A student enrolled in a master’s degree program is governed by the transfer policy of the specific degree program. All transfer hours must be appropriate to the particular program in which the student is enrolled.

7. Seminar and Pass/Fail Credit Limits

   Credit earned in seminars must be germane to the student’s program of study and approved by the program director in order to count toward a graduate degree. No more than three hours of course work graded as pass/fail may count toward a graduate degree.

8. Correspondence Study

   Correspondence study does not apply on the master’s degree program.

9. Time Limit for Completion of Degree

   Graduate credit applied towards a Graduate degree must be completed within six (6) years prior to the completion of the degree, exclusive of any time spent in the Armed Forces of the United States of America. Work completed more than six years prior to completion of the degree may not be counted toward the degree but may count toward professional certification.

10. Maximum Study Load

   Nine (9) graduate semester hours during a semester and four (4) graduate semester hours during summer term are considered full-time enrollment. Twelve graduate semester hours during a semester and nine (9) graduate semester hours during a summer term are the recommended maximum study load for a graduate student. All exceptions require the approval of the Graduate Dean.

11. Graduate Course Definition

   Effective Fall 2004, graduate credit may be earned only in courses numbered 5000 or above.

12. Certification Courses

   Teachers and other school personnel naming East Central University as their parent institution for recertification purposes need to obtain
the approval of the Dean of the College of Education and Psychology for the credits they plan to submit for certificate renewal.

13. Second Master’s Degree Requirements

Students wishing to earn a second master’s degree may include a maximum of ten semester hours of credit from the first degree, if applicable to the second degree. Only courses with a minimum grade of B from the first master’s degree may be counted. The second degree program must fulfill all of the prescribed requirements for the second master’s degree.

This regulation supersedes all other regulations pertaining to the first master’s degree regarding transfer work, age of work, and residence requirements. Work on the second master’s degree must have been begun not more than four years before graduation, exclusive of any time spent in the Armed Forces of the United States of America. All work other than the ten hours allowed from the first master’s degree must be from East Central University.

Students interested in pursuing a second master’s degree are not required to take the Writing Proficiency Examination.

14. Progress Toward Degree

Admission will be canceled for any student admitted to the School of Graduate Studies who has either not enrolled or received credit toward the master’s degree for four consecutive years.

15. Language Proficiency

International graduate students are required to meet equivalent academic performance standards as listed above. Additionally, first-time graduate students for whom English is a second language shall be required to present evidence of proficiency in the English language prior to admission, either as first-time students to the system or by transfer from another non-system college or university. The State Regents adopted this policy to ensure that students will have a reasonable chance to succeed at a higher education institution based on their ability to comprehend, read, and write the English language.

Students must meet one of the standards described below to demonstrate their competency in English. Institutions may not waive this admission requirement as part of the alternative admissions category within the State Regents’ general policy on admission.

First-Time Graduate Students

1. Standardized Testing. Students must meet the minimum score set by the State Regents on either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) Examination.

Results of the TOEFL taken at international testing centers and special testing centers will be accepted at all State System colleges and universities. Results of the TOEFL administered at institutional testing centers shall not be accepted by colleges and universities other than the administering institution.

<table>
<thead>
<tr>
<th>Graduate Students with Standardized Testing: TOEFL Test</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet-Based</td>
<td>79</td>
</tr>
<tr>
<td>Computer-Based</td>
<td>213</td>
</tr>
<tr>
<td>Paper-Based</td>
<td>550</td>
</tr>
<tr>
<td>IELTS Test</td>
<td>6.5</td>
</tr>
</tbody>
</table>

2. Intensive English Program (IEP). Students must meet a minimum score set by the State Regents on the TOEFL administered at a special testing center or an international testing center or on the IELTS Examination. In addition, after achieving the required score and immediately prior to admission, successfully complete a minimum of 12 weeks of study at an IEP approved by the State Regents. At least two-thirds of the 12 weeks must be instruction at an advanced level. A list of State Regents’ approved IEPs can be found in the State Regents’ Academic Affairs Procedures Handbook.

3. Graduate students may satisfy the English language requirement by completing a baccalaureate or graduate degree from a college or university where English is the primary teaching language in a country where English is a primary language and that is recognized by professional organizations in the U.S. involved in admissions and international education.

4. Institutional Discretion. In extraordinary and deserving cases, the president or the president’s designee may admit a student in lieu of the above requirements. In these situations, the applicant must have demonstrated proficiency in the English language by some other means prior to admission. Such exceptions must be appropriately documented and reported to the State Regents annually.

16. Student Appeal

The University believes students should be given the opportunity to resolve issues concerning assigned grades. Student grade appeals are not intended to interfere with the professor’s right to determine the evaluation process and to perform that evaluation. They are intended for instances that deviate from the basic understanding of how grades are to be assigned.

Students wishing to appeal a grade should first discuss the grade with the professor. If the student still believes there are circumstances that merit an appeal of grade, the student should discuss the issue with the department chair.

Any graduate applicant or graduate student with conflict other than grade appeal, and not approved by the Graduate Dean, is entitled to submit in writing the particulars of the conflict to the Chair of the Graduate Committee. The Graduate Committee will consider and make a determination.
Objects of the Department of Education:

1. To continue the student’s development in understanding, appreciating, and applying the skills of research in identifying, studying, and solving practical and theoretical problems in education.
2. To provide assistance and/or opportunities for students to become agents of change for educational best practices.
3. To help students broaden their knowledge base and perspective in their areas of specialization.
4. To enable students to enrich and extend both their general and specific professional competence.
5. To enhance the student’s ability to diagnose and implement prescriptive teaching tactics and strategies.
6. To increase the student’s opportunity to reflect on educational practices and issues, to increase the student’s power of reflection, and to encourage both lifelong learning and reflection.
7. To encourage the student to consider and integrate content and methodologies to enhance his or her educational practices.
8. To increase the student’s opportunities to construct meaning in both general educational theory and practice and in the chosen area of specialization.

These objectives are reflected in the development of the specialization options within the Master of Education degree.

A common structure is shared generally within these degree options, all of which lead to the Master of Education degree. Varying curricula within the options provide specialized training for the particular option. Each option provides for the development of a graduate study program related to the student’s individual needs through the selection of electives in consultation with the graduate advisor.

General Regulations for the Program

I. Admission to the Master of Education Degree

Unconditional Admission

Unconditional admission is granted to an applicant who meets the following requirements:

1. Completion of a baccalaureate degree from an accredited college or university.

2. One of the following:
   a. 2.5 or higher grade point average (computed by the East Central University grading system) on all undergraduate work attempted and any additional work required for admission to the program, or a 2.75 or higher grade point average over the last sixty hours of such work attempted.
   b. Completion of at least eight hours approved graduate work with minimum grade point average of 3.0 in all courses taken. This work will not count toward the degree program. (See Dean of College of Education and Psychology for approval)
   c. A minimum percentile score of 40% on both the Verbal Section and the Quantitative Section of the General Test of the Graduate Record Examination.

3. One of the following:
   a. Completion of at least eighteen (18) hours work in professional education and psychology; or
   b. The Alternative Education acceptance letter must be presented to the Dean of the College of Education and Psychology prior to or upon completion of 12 hours in a Master’s of Education program.
   c. Provide evidence of previous or present employment by an educational institution which requires or desires a master’s degree in an education field. In such an instance, the applicant must provide written affirmation that the candidate understands the master’s degree alone may not and in many instances will not lead to state certification until additional state certification requirements have been met.

4. Pass the graduate writing proficiency examination.

Conditional Admission

Conditional admission may be granted to an applicant who has met all requirements for unconditional admission except the “demonstration of satisfactory writing skills.” No more than twelve hours of graduate credit may be earned under conditional admission. To gain unconditional admission status, a student must demonstrate satisfactory writing skills and meet all other admission criteria.

Probationary Admission

Applicants not meeting the requirements for unconditional or conditional admission may be considered for probationary admission by the Dean of the School of Graduate Studies by meeting one of the following criteria:

1. A minimum score of 40% or better on the Verbal or 40% or better on the Quantitative section of the GRE.

2. Evidence of significant professional potential which may not be reflected in grade point average or standardized scores. Such evidence may include relevant experience or evidence of leadership in a minority group culture. An applicant for probationary admission must furnish to the Dean of the School of Graduate Studies the following documents:
   a. Three letters of recommendation.
   b. An outline of relevant work experience.
   c. An outline of career goals and plans.

No more than nine (9) hours of graduate credit earned while on probationary admission status will count toward a degree. To gain unconditional status, the student must complete a minimum of nine (9) hours approved graduate work with a minimum grade point average of 3.0 in all courses taken and meet all other admission criteria.
II. Credit Requirements

The Master of Education degree program requires completion of thirty-two semester hours of applicable work above the baccalaureate degree. Courses which may apply on the master’s degree program are those courses approved for graduate study at East Central University, and appropriate graduate courses transferred from accredited institutions.

Credit to apply on the Master of Education degree must have been applicable on a master’s degree program at the institution at which it was earned at the time the work was completed. Credit from workshops may not be counted toward the Masters of Education degree.

III. Planning the Program

The student’s study program leading to the master’s degree is developed in consultation with the graduate advisor and is carefully related to the student’s individual needs. Needs are identified through consideration of undergraduate preparation and immediate and prospective teaching responsibilities.

IV. Thesis/Portfolio

A thesis or portfolio is required in the Master of Education program at East Central University.

Students selecting a thesis option should file an application for thesis study, along with a statement of recommendation from the student’s graduate advisor, in the Office of Graduate Studies. Students selecting a portfolio option should contact their graduate advisor.

Once the student’s application for thesis study has been approved by the Graduate Committee, the Dean of the School of Graduate Studies will appoint a three-member thesis committee. The manuscript style will be that prescribed by the thesis committee. The thesis committee shall be responsible for the final approval of the thesis.

Three bound copies of the thesis shall be prepared on good quality paper. Copier reproduction is acceptable. After all copies have been signed by the members of the thesis committee, single copies shall be submitted to the School of Graduate Studies, to the Linscheid Library, and to the thesis committee chair.

V. Transfer Work

A maximum of nine semester hours of graduate credit transferred from other colleges or universities may apply, if appropriate, to the program. Graduate students in programs offered through the “Oklahoma Prototype for Institutional Collaboration” may be permitted to apply graduate credits earned from participating institutions in an amount not to exceed 50 percent of the student’s Program of Study. For graduate work, the cooperating institutions include Cameron University and Southwestern Oklahoma State University. The course must be applicable to the student’s Program of Study. Only grades of “B” or above may be considered for transfer.

VI. Grade Regulations

The grades of A, B, C, D, P, F, I, W, AW, and WF may be assigned to graduate students. The grade mark “P” indicates pass without exact grade; the grade mark “W” indicates withdrawn; the grade mark “AW” indicates administrative withdrawal; the temporary grade mark “N” indicates the semester grade was not submitted by the instructor by the appropriate deadline. Grade marks have the following grade point values per semester hour: A=4, B=3, C=2, D=1, F=0, and WF=0. Grade marks of “P” and “W” are disregarded with respect to grade points and hours attempted in computing grade average.

A grade of “I” may be given, when conditions warrant, to students who, because of unavoidable circumstances, cannot complete a course at the end of a semester or term. Effective Fall 1993, if the work is not completed within five weeks after the beginning of the subsequent semester, the “I” remains neutral. Exceptions may be approved by the Graduate Grade Appeals Committee upon the written request of the instructor involved.

No more than six semester hours of “C” grade may be counted in the minimum thirty-two semester hours graduate study required for the master’s degree, and the grade average for all graduate courses taken on the degree program must be “B” (3.0) or above. A grade of “B” or better must be made in EDUC 5113 Techniques of Research. Credit with grades of “D” will not satisfy specific degree requirements. Only grades of “P” or “F” will be assigned to workshops.

A student may repeat a course if approved by the advisor. Only the last grade is counted with reference to graduation requirements. No additional credit is allowed for a repeated course.

VII. Individual Study

A superior student may, upon approval of the graduate advisor and the chair of the department involved, elect to establish up to a maximum of ten hours of graduate study by individual study. The purpose of an individual study is to provide enriching experiences for superior students (generally, those having a grade average of “B” or better in the field in which they wish to do the individual study) in an area of study not readily available in conventional classes. Interested students should consult their advisors, the appropriate department chair, or the Office of Graduate Studies.
Degree Options

Students pursuing the Master of Education degree must select one of the following degree options. Such selection shall be made at the time of admission to the graduate program since a change of option may result in the students having completed inapplicable work.

Educational Leadership - 0980

The graduate program option for Educational Leadership is designed for the graduate student specializing in administration for grades K-12. Special attention is given to the knowledge, skills and dispositions necessary to become an effective school principal. In order to complete this option, a student must hold and maintain a valid teaching certificate and must have completed two years of successful public school teaching.

Curriculum

I. Research, Measurement, and Statistics

The following (should be taken in the first 8 hours of graduate study):

EDUC 5113 Techniques of Research

II. Specialization - School Principal

EDUC 5533 Fundamentals of Public School Admin
EDUC 5573 Public School Finance
EDUC 5583 Legal Aspects of Education
EDUC 5623 The Principalship
EDUC 5832 Practicum and Portfolio in Public School Admin

III. Curriculum and Instruction

EDUC 5173 Fundamentals of Curriculum
EDUC 5513 Supervision of Instruction

IV. Special Phases of Administration

EDUC 5413 Introduction to Counseling
PSYCH 5473 Adv Psych of Childhood and Adolescence

V. Supportive Area

One of the following:

EDUC 5013 Adv Educational Technology Strategies
EDUC 5023 Educational Aspects of Exceptional Child
EDUC 5053 The Middle School: Phil and Organ
EDUC 5133 Modern Philosophies of Education
EDUC 5183 Contemporary Issues in Education
PSYCH 5313 Advanced Educational Psych
PSYCH 5323 Classroom Behavior Modification

Students should check with the certification officer at East Central University to confirm no changes have been made in state requirements.
Elementary Education  
Option - 0800

The graduate program option for the elementary teacher is designed for a graduate student specializing in teaching in grade levels K-8 and leads to the Master of Education Degree. Special attention is given to the development of the student as a consumer of research along with an emphasis on knowledge, skills and attitudes.

In order to complete this option, a student must satisfy at least one of the following. Additional course work necessary to meet one of the requirements will not apply toward the degree.

1. Hold an undergraduate major in elementary education.
2. Holds, or has held, or is eligible for an Oklahoma teaching license or a provisional or standard elementary certificate.
3. Have at least twelve hours which would apply as “specialized education” toward the standard elementary certificate.

A requirement for the degree is the completion of the following program of study.

Curriculum

I. Elementary Core (12 hours)

EDUC 5113 Techniques of Research (should be taken in the first 8 hours of graduate study)
EDUC 5173 Fundamentals of Curriculum
EDUC 5183 Contemporary Issues in Education

Students should choose EITHER the Portfolio or Thesis option. If the Portfolio option is selected, EDUC 5342 Supervised Portfolio Research should be taken the semester immediately following EDUC 5113 Techniques of Research, and EDUC 5681 Practicum and Portfolio in Education should be taken in the final semester. If the Thesis option is selected, EDUC 5691 Thesis should be taken the semester immediately following completion of EDUC 5113 Techniques of Research and every subsequent semester. A maximum of three hours of Thesis may be counted in the degree.

Portfolio option:
EDUC 5342 Supervised Portfolio Research
EDUC 5681 Practicum and Portfolio in Education

OR

Thesis option:
EDUC 5691 Thesis (course may be repeated. A maximum of three thesis hours may be counted toward the degree)

II. Supportive Area (6 hours)

EDUC 5133 Modern Philosophies of Education
EDUC 5233 Survey of Teaching Reading

III. Curriculum and Instruction (3 hours)

One of the following:
EDUC 5023 Educ Aspects of Exceptional Children
EDUC 5303 Reading Instruction in the Content Areas
EDUC 5413 Introduction to Counseling
PSYCH 5313 Advanced Educational Psychology
PSYCH 5323 Classroom Behavior Modification
PSYCH 5473 Adv Psych of Childhood and Adolescence

IV. School Organization and Administration (3 hours)

One of the following:
EDUC 5513 Supervision of Instruction
EDUC 5583 Legal Aspects of Education
EDUC 5623 The Principalship

V. Specialization or Electives

Select 5000-level specialization or electives, with advisor’s approval, to complete a program of 32 semester hours: Coursework in the area of elementary instruction is recommended.
Library Media
Option - 0900
Curriculum

The Master’s of Library Media is designed for graduate students planning to become a School Library Media Specialist in grades PK-12 in public or private educational settings. The intent of the program is to prepare competent, certified School Library Media Specialists in accordance with state and national professional standards and guidelines. All areas of school librarianship, including technology, are emphasized. Special attention is given to the development of the student as a consumer of research along with a major emphasis on the knowledge, skills and attitudes that are necessary to become a School Library Media Specialist.

I. Program Prerequisite or Co-requisite:
   EDLBS 4913 Children’s Lit or approved equivalent OR
   EDLBS 5913 Advanced Children’s Literature

II. Research, Management, and Statistics
   The following (should be taken in the first 8 hours of graduate study):
   EDUC 5113 Techniques of Research

III. Program Core
   LIBSC 5113 School Library Administration I
   LIBSC 5133 Materials Selection
   LIBSC 5213 Cataloging and Classification
   LIBSC 5233 Reference Materials
   LIBSC 5923 Young Adult Literature
   LIBSC 5973 Curriculum and the Media Center

IV. Specialization (Select a minimum of 6 hours)
   EDLBS 5333 Administration and Use of Instructional Media
   EDUC 5003 Multimedia Technology
   EDUC 5363 Principles of Instructional Design
   EDUC 5933 Survey of Emerging Technologies
   LIBSC 5353 Literacy in the Media Center

V. Portfolio
   LIBSC 5952 Practicum and Portfolio in Library Media
   (This course requires departmental approval and should be taken in the final semester.)

VI. Electives (Select enough courses from the following to complete program of 32 hours)
   EDLBS 5913 Advanced Children’s Literature
   EDUC 5082 Special Educ Assistive Techniques
   EDUC 5233 Survey of Teaching Reading
   EDUC 5263 Research and Instruction: Lang Arts
   EDUC 5603 Survey of Intellectual Property
   LIBSC 5981 Seminar in Library Science
   (Subject named in title listing)

Reading
Option - 0820
Curriculum

The graduate program option for the reading specialist is designed for the graduate student specializing in teaching reading, supervising or directing special reading programs in grade levels K-12, and leads to the Master of Education Degree. Special attention is given to the development of the student as a consumer of research along with a major emphasis on the knowledge, skills, and attitudes that are necessary to become a specialist in reading.

In order to complete this option, a student must have a minimum of six hours credit in the following. This course work will not apply towards the degree.

1. One course in reading methods.
2. One course in language arts methods or children’s or adolescent literature.

I. Prerequisite Courses
   One of the following:
   EDUC 3463 Foundations of Reading
   EDUC 3483 Methods of Reading
   Comparable course approved by the Reading Department OR
   EDUC 5233 Survey of Teaching Reading

II. Research
   The following should be taken in the first 8 hours of graduate study:
   EDUC 5113 Techniques of Research

III. Foundational Knowledge
   All of the following:
   EDUC 5103 Students with Mild Disorders
   EDUC 5243 Diagnosis of Reading Difficulties
   EDUC 5263 Research and Instruction: Language Arts
   EDUC 5283 Practicum and Portfolio in Reading
   EDUC 5303 Reading Instr in the Content Areas
   EDUC 5323 Treatment of Reading Difficulties
   EDUC 5663 Literacy Leadership and Coaching
   EDLBS 5913 Advanced Children’s Literature

IV. Curriculum and Instruction
   Two of the following:
   EDUC 5023 Educ Aspects of Exceptional Children
   EDUC 5093 Identification of and Strategies for Students with Behavior Disorders
   EDUC 5173 Fundamentals of Curriculum
   EDUC 5363 Principles of Instructional Design
   EDPSY 5403 Non-Traditional Assessment
Secondary Education Option - 0830

The graduate program option for secondary teachers is designed for the graduate student specializing in teaching in grade levels 7-12, including the elementary-secondary fields of art; physical education; and music, and leads to the Master of Education Degree. Special attention is given to the development of the student as a consumer of research along with an emphasis on knowledge, skills, and attitudes.

In order to complete this option, a student must satisfy at least one of the following. Additional course work necessary to meet one of the requirements will not apply toward the degree.

1. Hold an undergraduate degree in a secondary teaching field.
2. Holds or has held, or is eligible for an Oklahoma teaching license or a provisional, standard, or professional certificate.
3. Have at least twelve hours in a secondary teaching field.

A requirement for the degree is the completion of the following program of study.

**Curriculum**

I. Program Core

All of the following (EDUC 5113 should be taken in the first 8 hours of graduate study):

- EDUC 5113 Techniques of Research
- EDUC 5133 Modern Philosophies of Education
- EDUC 5183 Contemporary Issues in Education
- EDUC 5363 Principles of Instructional Design

Students should choose EITHER the Portfolio or Thesis option. If the Portfolio option is selected, EDUC 5342 Supervised Portfolio Research should be taken the semester immediately following EDUC 5113 Techniques of Research, and EDUC 5681 Practicum and Portfolio in Education should be taken in the final semester. If the Thesis option is selected, EDUC 5691 Thesis should be taken the semester immediately following completion of EDUC 5113 Techniques of Research and every subsequent semester. A minimum of three hours of Thesis must be completed. A maximum of three hours may be counted toward the degree.

**Portfolio option:**

- EDUC 5342 Supervised Portfolio Research
- EDUC 5681 Practicum and Portfolio in Education

**Thesis option:**

- EDUC 5691-3 Thesis (course may be repeated)

A maximum of three hours may be counted toward the degree.

II. Supportive Area

All of the following:

- EDPSY 5353 Standardized Group Tests
- EDUC 5173 Fundamentals of Curriculum
- PSYCH 5313 Advanced Educational Psychology

III. Specialization

Choose from the following to complete 8 hours:

- EDUC 5013 Adv Educational Technology Strategies
- EDUC 5023 Educational Aspects of Exceptional Children
- EDUC 5082 Special Educ Assistive Techniques
- EDUC 5303 Reading Instr in the Content Areas
- EDUC 5513 Supervision of Instruction
- EDUC 5583 Legal Aspects of Education
- PSYCH 5313 Advanced Educational Psychology

Secondary Education-Academic Discipline Option - 0834

The graduate program for the Master of Education, Secondary Education-Academic Discipline Option is designed to provide 18 hours of secondary content specialization to meet the demand for highly qualified teachers for secondary public schools and to provide content area graduate level courses for specialization for those who desire to teach at the junior college level. Special attention is given to the development of the student as a consumer of research along with an emphasis on specific content area knowledge, skills and attitudes.

I. Program Core

All of the following (EDUC 5113 should be taken in the first 8 hours of graduate study):

- EDUC 5113 Techniques of Research
- EDUC 5133 Modern Philosophies of Education
- EDUC 5183 Contemporary Issues in Education
- EDUC 5363 Principles of Instructional Design

Students should choose EITHER the Portfolio or Thesis option. If the Portfolio option is selected, EDUC 5342 Supervised Portfolio Research should be taken the semester immediately following EDUC 5113 Techniques of Research, and EDUC 5681 Practicum and Portfolio in Education should be taken in the final semester. If the Thesis option is selected, EDUC 5691 Thesis should be taken the semester immediately following completion of EDUC 5113 Techniques of Research and every subsequent semester. A minimum of three hours of Thesis must be completed. A maximum of three hours may be counted toward the degree.

**Portfolio option:**

- EDUC 5342 Supervised Portfolio Research
- EDUC 5681 Practicum and Portfolio in Education

**Thesis option:**

- EDUC 5691-3 Thesis (course may be repeated)

A maximum of three hours may be counted toward the degree.

II. Supportive Area

One of the following:

- EDUC 5013 Adv Educational Technology Strategies
- EDUC 5173 Fundamental of Curriculum

III. Specialization

Select 5000-level specialization courses, with advisor’s approval, to complete a program of a minimum of 36 semester hours.

Specialization is further work in any teaching content area in which a student has completed a minimum of 18 semester hours.
Secondary Education-Educational Technology
Option - 0832

The Master of Education, Secondary Education - Educational Technology option is intended for the student who desires to develop advanced knowledge and skills in the integration of technology to effectively support teaching and learning. This program offers a specific emphasis on aspects of 21st century education and designing, implementing, and evaluating digital learning environments.

Curriculum

I. Program Core

All of the following (EDUC 5113 should be taken in the first 8 hours of graduate study):
EDUC 5113 Techniques of Research
EDUC 5133 Modern Philosophies of Education
EDUC 5183 Contemporary Issues in Education
EDUC 5363 Principles of Instructional Design

Students should choose EITHER the Portfolio or Thesis option. If the Portfolio option is selected, EDUC 5342 Supervised Portfolio Research should be taken the semester immediately following EDUC 5113 Techniques of Research, and EDUC 5681 Practicum and Portfolio in Education should be taken in the final semester. If the Thesis option is selected, EDUC 5691 Thesis should be taken the semester immediately following completion of EDUC 5113 Techniques of Research and every subsequent semester. A minimum of three hours of Thesis must be completed. A maximum of three hours of Thesis may be counted toward the degree.

Portfolio option:
EDUC 5342 Supervised Portfolio Research
EDUC 5681 Practicum and Portfolio in Education

OR

Thesis option:
EDUC 5691-3 Thesis (course may be repeated)
A maximum of three hours may be counted toward the degree.

II. Specialization

All of the following:
EDUC 5003 Multimedia Technology
EDUC 5013 Adv Educational Technology Strategies
EDUC 5082 Special Educ Assistive Techniques
EDUC 5603 Survey of Intellectual Property
EDUC 5933 Survey of Emerging Technologies
EDUC 5943 21st Century School Leadership

Secondary Education - Sports Administration
Option - 0833

The Master of Education, Secondary Education Option, Sports Administration specialization is designed to prepare the professional educator for positions as Head Coach, Athletic Director, or other administrative positions responsible for directing public school athletic programs. The program is based on a solid foundation in secondary education, with specialized courses in athletic administration.

Curriculum

I. Program Core

All of the following (EDUC 5113 should be taken in the first 8 hours of graduate study):
EDUC 5113 Techniques of Research
EDUC 5133 Modern Philosophies of Education
EDUC 5183 Contemporary Issues in Education

Students should choose EITHER the Portfolio or Thesis option. If the Portfolio option is selected, EDUC 5342 Supervised Portfolio Research should be taken the semester immediately following EDUC 5113 Techniques of Research, and EDUC 5681 Practicum and Portfolio in Education should be taken in the final semester. If the Thesis option is selected, EDUC 5691-3 Thesis should be taken the semester immediately following completion of EDUC 5113 Techniques of Research and every subsequent semester. A maximum of three hours of Thesis may be counted in the degree.

Portfolio option:
EDUC 5342 Supervised Portfolio Research
EDUC 5681 Practicum and Portfolio in Education

OR

Thesis option:
EDUC 5691-3 Thesis (course may be repeated)
A maximum of three hours may be counted toward the degree.

II. Specialization

All of the following:
KIN 5303 Sports Administration
KIN 5313 Sport Facility Management
KIN 5323 Legal Aspects of Sport
KIN 5353 Ethics in Sports Administration
KIN 5413 Principles of Sport Finance
KIN 5423 Marketing & Event Management
KIN 5612 Internship in Sports Administration
School Counselor Option

The graduate program option for the school counselor is designed for the graduate student specializing in counseling at the elementary or secondary level and leads to the Master of Education Degree. Special attention is given to the development of the student as a consumer of research along with a major emphasis on the knowledge, skills, and attitudes that are necessary to become a school counselor.

**School Counselor Option - 0843**

**Curriculum**

I. Research (3 hours)

The following (should be taken in the first 8 hours of graduate study):

- EDUC 5113 Techniques of Research

II. Professional Ethics and Orientation (3 hours)

- EDUC 5413 Introduction to Counseling
  (Should be taken during the first semester)

III. Foundations of School Counseling (9 hours)

- EDPSY 5163 Cognitive Beh Theories & Meth of Coun & Psychotherapy
- EDPSY 5353 Standardized Group Tests
- PSYCH 5113 Theories of Personality & Human Behav OR
  PSYCH 5473 Adv Psych of Childhood & Adolescence

IV. Specialization (12 hours)

- EDPSY 5363 Career Development
- EDPSY 5433 Affective Theories & Tech of Coun & Psychotherapy
- EDUC 5453 Developmental Guidance
- H/P/E 5443 Advanced Group Counseling

V. Practicum and Intervention Strategies (6 hours)

- EDUC 5483 Counseling Intervention Strategies
- EDUC 5493 Practicum and Portfolio in Guid and Coun
  (These two courses should be completed concurrently at the end of the program curriculum.)

Special Education Option - 0850

The graduate program option for the special education teacher is designed for the graduate student specializing in teaching children with learning disabilities in grades K-12. This option leads to a Master of Education Degree. Special attention is given to the development of the student as a consumer of research along with a major emphasis on the knowledge, skills and attitudes that are necessary to become a special education teacher.

**Curriculum**

**Prerequisites or Co-requisites (If not completed at the undergraduate level)**

- EDUC 3463 Foundations of Reading OR
- EDUC 3483 Methods in Reading
- EDUC 3493 Diag and Remed of Reading
- EDUC 3503 Methods in Elem Math Primary OR
- EDUC 3513 Methods in Elementary Math- Intermediate

I. Research

The following (should be taken in the first 8 hours of graduate study):

- EDUC 5113 Techniques of Research

II. Specialization (27 hours)

- EDUC 5023 Educ Aspects of Exceptional Child
- EDUC 5093 Identif of & Strat for Stu w/ Beh Disorders
- EDUC 5103 Students with Mild Disorders
- EDUC 5123 Students with Moderate Disorders
- EDUC 5163 Adv Meth for Mild and Moderate Disorders
- EDUC 5333 Legal Aspects of Special Edu
- EDUC 5353 Adv Assessment and Program Dev
- EDUC 5743 Collaborative Learning Communities in Special Edu
- EDUC 5753 Differentiated Instruction in Special Edu

III. Practicum (2 hours)

- EDUC 5762 Practicum & Portfolio in Special Edu

IV. Approved Electives

Students having equivalent courses as undergraduates should replace courses with electives approved by the advisor.
Post Master Certification Program

School Superintendent - 0875

Standard Certificate:

Applicant must hold and maintain a valid Standard Teaching Certificate in Early Childhood, Elementary, Elementary/Secondary, Secondary, Vocational-Technical, Library Media Specialist, or Speech-Language Pathology. Applicant must hold a Master’s Degree and certification as a school principal or meet alternative certification requirements for school principal certification. Applicant must have had two (2) years of successful teaching experience in public or private schools accredited the Oklahoma State Board of Education and two (2) years administrative experience in public or private schools accredited by the State Board of Education. Applicant shall pass the Oklahoma Certification Test for School Superintendent prior to being issued a certificate.

Alternative certification candidates must hold a standard master’s degree, have two (2) years of relevant work experience in a supervisory or administrative capacity, receive a passing score on the subject area competency exam, and, submit a plan to the Director of Teacher Education at ECU for completing an alternative certification program within three (3) years. Candidates seeking certification through this route should contact the Director of Teacher Education for more information and specific program and course requirements. An alternative certificate for superintendent of schools shall not exceed three (3) years and shall not be renewable.

Curriculum

Standard Certificate

A. Required Courses (16 hours)

EDUC 5062 Administration Practicum I
EDUC 5072 Administration Practicum II
EDUC 5523 School Plant Management
EDUC 5723 Advanced Legal Aspects of Education
EDUC 5773 Politics and Governance of American Education
EDUC 5793 The Superintendency

Alternative Certification

Additional information about alternative certification is available on the School of Graduate Studies home page.
MASTER OF SCIENCE IN ACCOUNTING DEGREE

General Purpose and Objectives

The Master of Science in Accounting is designed to prepare students to move into authority positions in manufacturing companies, governmental units, not-for-profit entities, public accounting firms, and other professional or service organizations. The unique combination of human skills, knowledge, and technology imbedded in the curriculum will prepare graduates for these opportunities. Specifically, students should leave the program knowing how to anticipate and meet the changing needs of their customers; utilize and leverage technology in ways that add value to these customers; interpret and provide a broader context to financial and non-financial information; link data, knowledge, and insight together to provide quality advice for strategic decision-making; and, give and exchange information within a meaningful context and with the appropriate delivery and interpersonal skills.

The Program curriculum has been specifically designed to provide an educational experience which will prepare students to successfully complete all portions of the Certified Public Accountant (CPA) exam, while earning an advanced degree. The Program will also qualify graduates to sit for the Certified Management Accountant (CMA) or Certified Internal Auditor (CIA) exams.

General Regulations for the Program

I. Admission to the Master of Science in Accounting Degree

Applicants will be evaluated on academic ability, as evidenced by a strong undergraduate record, performance on the Graduate Management Admission Test (GMAT), maturity, motivation, leadership, and communication skills.

Unconditional Admission

Unconditional admission may be granted to current undergraduate applicants who meet the following criteria:

1. Have completed at least 100 hours of undergraduate work and completed ACCT 2103 and ACCT 2203;
2. Have both a cumulative grade point average of 3.0 on all undergraduate coursework to date and a cumulative grade point average of 3.0 in all business courses taken;
3. Have a minimum score of 450 on the Graduate Management Admission Test (GMAT).*

*This requirement can be waived if the applicant has a cumulative grade point average of 3.25 on all coursework to date and a cumulative grade point average of 3.25 in all business courses taken.

Unconditional admission may be granted to applicants who have completed a baccalaureate degree from an accredited college or university who meet the following criteria:

1. Have a bachelor’s degree from an accredited four-year institution;
2. Have completed ACCT 2103 and ACCT 2203;
3. Have a minimum score of 450 on the Graduate Management Admission Test (GMAT).**

**This requirement can be waived under one of three conditions:
   a. Have an overall cumulative grade point average of 3.25 on work taken for bachelor’s degree with no work experience.
   b. Have an overall cumulative grade point average of 3.0 on work taken for bachelor’s degree with five years work experience.
   c. Successful completion of nine (9) graduate hours with an “A” or “B” at another accredited university.

Probationary Admission

Applicants who do not meet all the requirements for unconditional admission may be considered for probationary admission by the Dean of the School of Graduate Studies if they show evidence of considerable professional potential which may not be reflected in their GPA or standardized test scores. No more than nine hours earned in probationary status may be applied to a graduate degree.

Concurrent Graduate Study

A senior student who has completed 100 hours may be permitted to enroll in courses applicable to the graduate program, provided that his or her total study load is not more than fifteen hours in a semester or nine hours in a summer term. No more than six hours in a semester or three in a summer term may be applied toward a graduate degree. Semester hours earned may be applied toward either the baccalaureate or graduate degree, not towards both. Such admission to part-time graduate study is tentative, pending completion of baccalaureate study with successful grades. No more than twelve hours earned under this policy may be applied to a graduate degree.

Admission Process

The applicant must:

1. Complete an East Central University Application for Admission/Readmission form.
2. Complete an application to be admitted to the School of Graduate Studies.
3. Complete the Department of Accounting Admissions Packet
   a. Provide transcripts of all work completed (baccalaureate and graduate).
   b. Provide name, mailing address, and e-mail of two references.
   c. Submit resume.
   d. Provide responses to the posed questions.
4. Take the GMAT if applicable.
5. Schedule an interview with the Accounting Department Screening Committee.

II. Credit Requirements

The program leading to the Master of Science degree in Accounting requires completion of at least thirty hours of applicable work above the bachelor’s degree. Courses which may apply on the master’s degree program are those 5000 level courses and appropriate graduate level courses transferred from accredited institutions.
III. Planning the Program

The students study program leading to the master’s degree is developed in consultation with his or her faculty advisor and is carefully related to the student’s individual needs. Needs are identified through consideration of undergraduate preparation and immediate and prospective career goals.

IV. Thesis

No thesis is required in the Master of Science in Accounting degree program.

V. Transfer Work

A maximum of nine (9) semester hours of graduate credit earned at other colleges or universities may be accepted as partial fulfillment of the requirements for the master’s degree in accounting. No more than three (3) of these hours can be accounting courses. The transfer of all graduate hours must receive prior approval of the Harland C. Stonecipher School of Business Graduate Committee. To be applicable, the graduate credit must meet the following three requirements:

1. The college or university at which the credit was obtained must offer a graduate degree in business;
2. The content of the course involved must be consistent with the career goals of the student as determined by the student’s advisor; and
3. The student must have received an “A” or “B” (or the equivalent) in the course involved.

The student who plans to transfer credit is responsible for assembling sufficient supporting material to allow the department chair and graduate dean to make an adequate evaluation of the transfer credit request.

VI. Grade Regulations

The grades of A, B, C, D, P, F, N, W, AW, WF and I may be assigned to graduate students. The grade mark “P” indicates pass without exact grade; the grade mark “W” indicates withdrawn; the grade mark “AW” indicates administrative withdrawal; the temporary grade mark “N” indicates the semester grade was not submitted by the instructor by the appropriate deadline. Grade marks have grade point values per semester hour as follows: A-4, B-3, C-2, D-1, F-0, and WF-0. Grade marks of “P” and “W” are disregarded with respect to grade points and hours attempted in computing grade averages.

A grade of “I” may be given, when conditions warrant, to students who, because of unavoidable circumstance, cannot complete a course at the end of a semester or term. Effective Fall 1993, if the work is not completed within five weeks after the beginning of the subsequent semester, the “I” remains neutral. Exceptions may be approved by the Graduate Grade Appeals Committee upon written request of the instructor involved.

Graduate students must maintain an overall graduate grade point average (GPA) of 3.0 to remain academically in good standing with the School of Graduate Studies. Any student working on a degree program whose GPA is less than 3.0 will be informed by letter. If the GPA continues below 3.0 in the next semester enrolled, the student will be placed on Academic Probation. In this status, a minimum GPA of 3.0 must be earned each semester or term. Failure to earn a 3.0 or higher each semester or term will result in Suspension from the Graduate Degree Program. When a student’s GPA reaches 3.0 or higher, probation will be removed.

VII. Ethics and Professional Standards

The student admitted to the Master of Science in Accounting program needs to familiarize himself or herself with and act in accordance with the ethical standards required by the American Institute of Certified Public Accountants (AICPA) Code of Professional Conduct. Any behavior on the part of the student which may conflict with the standards in the above document will be reviewed by a committee from the Harland C. Stonecipher School of Business faculty consisting of the advisor, an accounting faculty member chosen by the chair, and a Harland C. Stonecipher School of Business faculty member chosen by the student. The committee will have the authority to take any of the following actions: exonerate the student; notify the student and plan appropriate ameliorative action; notify appropriate boards and law enforcement agencies; or drop the student from the program.
I. Background Courses (Undergraduate Prerequisites)

The purpose of background courses is to provide a strong base of knowledge for advanced business and accounting studies. Background courses may be waived for students who have successfully completed and achieved a grade of “C” or higher on previous course work addressing a specified content area. Background courses cannot be used to fulfill the 30 hours of MSA graduate courses. The equivalent undergraduate courses may be taken at any accredited four-year institution. Applicants who must satisfy background course requirements may be admitted as non-degree seeking students to take undergraduate courses. The background course requirement is composed of the following courses:

- ACCT 3203 Cost Accounting I
- ACCT 3303 Intermediate Accounting I
- ACCT 3383 Federal Income Tax Accounting
- ACCT 3403 Intermediate Accounting II
- ACCT 4503 Auditing
- BSEC 2603 Business and Economic Statistics
- BUSLW 3213 The Legal Environment of Business
- ECON 2013 Principles of Microeconomics
- FIN 3113 Financial Management
- MIS 3433 Management Information Systems

II. Accounting (15-18 Hours total):

- ACCT 5023 Development of Accounting Theory
- ACCT 5043 Special Topics in Accounting
- ACCT 5073 Advanced Auditing
- ACCT 5103 Financial Statement Analysis
- ACCT 5203 Advanced Tax
- ACCT 5303 Forensic Accounting and Fraud Examination
- ACCT 5403 CPA Prep
- ACCT 5953 Internship in Accounting
- ACCT 5991-4 Individual Study in Accounting

III. Non-Accounting Courses (12-15 Hours):

- BSEC 5203 Quantitative Methods for Accounting
- BUS 5123 Organizational Leadership
- BUS 5981-4 Seminar in Business
- MKTG 5173 Marketing Analysis

Graduate Courses

In addition to satisfying the background course requirements, all MSA students must complete 30 hours of graduate courses. Some latitude is allowed in selecting courses. However, students must satisfy all prerequisites of a graduate course before enrolling. The Internship in Accounting can be taken for 3 hours credit only after successful completion of at least 12 semester hours of graduate courses. A recap of the suggested degree requirements for the MSA follows.
MASTER OF SCIENCE IN HUMAN RESOURCES DEGREE

General Purpose and Objectives

The Masters Degree in Human Resources is designed to provide the student with the theory, knowledge, and skills necessary for employment in a variety of public and private settings. The degree offers options in counseling and administration.

The program objectives are as follows:

1. To contribute to the career development of persons currently employed in both the public and private sector.
2. To prepare pre-service professionals to enter the fields of counseling, administration, rehabilitation counseling and criminal justice.
3. To provide practicum experiences common to the students’ career choice.
4. To develop the interpersonal, consultation, and coordination skills required for program development, management, and evaluation.
5. To provide specific specialized experiences related to the students’ present or desired career objective.

General Regulations for the Program

I. Admission to the Master of Science in Human Resources Degree

The MSHR Program seeks mature, emotionally stable individuals with a strong sense of personal responsibility and integrity. With this in mind, applicants are ranked by the program’s Graduate Admission Committee through an evaluation and weighing of all admission materials (e.g., admissions statement, interview, work experiences, recommendation forms, test scores). In addition to academic performance, measured primarily by the Grade Point Average, the Admissions Committee considers other factors that contribute to the development of a professional. Formal work experience in the human services, particularly in settings that serve public social services clients, is important. Other factors considered include: volunteer experience in the human services; life experiences and opportunities for personal growth, leadership, communication and interpersonal relationship skills; problem solving ability; the ability to work with and respect persons from diverse backgrounds; health and stamina; and motivation for graduate work and a career in administration, counseling or criminal justice.

Unconditional Admission

Unconditional admission may be granted to an applicant who meets the following requirements:

1. Completion of a baccalaureate degree from an accredited college or university.
2. Favorable recommendation from three professional/work related references.
3. Submit scores for the Miller Analogies Test or the Graduate Record Exam. The score must be completed and on file before the student will be admitted to Candidacy.
4. Completion of a Departmental Application for Admission Packet. Must be completed before the completion of 12 hours.
5. Meet one (1) of the following:
   a. An undergraduate GPA 3.0 or above on either:
      1. all undergraduate work attempted, or
      2. the last sixty semester hours of undergraduate work attempted;
   b. A minimum score of either:
      395 on the Miller Analogies Test or
      40th percentile on the Graduate Record Exam
6. Completed an interview with the MSHR Graduate Admissions Committee with majority recommendation. Required for all 60 hour programs.

Conditional Admission

Conditional Admission may be granted to an applicant who has met all requirements for unconditional admission except completion of the Miller Analogies Test or Graduate Record Exam. The exam must be completed and on file before the student has completed 12 hours of graduate coursework.

Probationary Admission

Applicants meeting all the requirements under 1-4 above but not meeting the requirements under item 5 above for unconditional admission may be considered for probationary admission by the Department Chair if:

1. A letter grade of “B” or better on all graduate work attempted if the total equals at least nine graduate semester hours and must include HURES 5103 Human Services Research;
2. Evidence of considerable professional potential;
3. Completion of interview with MSHR Committee with majority recommendation if required for program admission or recommended.

Admission Procedure

Human Resources Degree Process:

Prior to the completion of the screening interview and/or qualifying examination the applicant must:

1. Be admitted in the School of Graduate Studies.
2. Complete Human Resources Department Admission Packet:
   A. Provide transcripts of all work completed (baccalaureate and graduate).
   B. Provide name and address of three professional/work related references.
   C. Submit a resume to include all educational and work experience in the human services, particularly in settings that serve public social services clients, is important. Other factors considered include: volunteer experience in the human services; life experiences and opportunities for personal growth, leadership, communication and interpersonal relationship skills; problem solving ability; the ability to work with and respect persons from diverse backgrounds; health and stamina; and motivation for graduate work and a career in administration, counseling or criminal justice.

   B. Submit scores for the Miller Analogies Test or the Graduate Record Exam. The exam must be completed and on file before the student will be admitted to Candidacy.
   C. Complete the four essay questions from the Admission Packet.
3. Submit scores for the MAT or GRE.
4. Schedule an interview with the MSHR Admissions Committee. Required for all 60 hour programs. (see Department Chair or program Coordinator). * 
   Fall deadline - April 1
   Spring deadline - October 1
   Summer deadline - April 1
5. Applicants will be informed of admission decisions via letter from the Department Chair once an admission decision has been made.

Denial of Admission

1. A denied applicant, who wishes to appeal the denial, must first request a second review by the Department of Human Resources Graduate Admission Committee (GAC). Requests for review, including any additional materials the applicant desires to submit, must be received in writing within 30 days of the applicant receiving notice of denial. The GAC will complete a comprehensive review of the student’s credentials, specifically any additional material the applicant submits, and will render a decision in writing to the applicant within ten (10) business days (excluding weekends and university holidays) following the review meeting of the GAC.
2. If an applicant is denied admission by the GAC, the applicant may appeal the GAC’s decision to the Chair of the Department of Human Resources. The applicant’s appeal must be in writing, must set forth with specificity the grounds for the appeal, and must be directed and delivered to the Chair of the Department of Human Resources. Upon receipt of the appeal, the Department Chair will review the applicant’s file and appeal letter. The Department Chair will communicate his or her decision to the applicant-appellant, in writing, within thirty (30) calendar days of receipt of the appeal.

II. Credit Requirements

The Master of Science in Human Resources degree program requires completion of at least thirty-six semester hours (sixty semester hours in the Counselor and Rehabilitation Counselor option) of applicable work above the bachelor’s degree. Courses which may apply on the master’s degree program are those courses approved for graduate study at East Central University, and appropriate graduate courses transferred from accredited institutions.

Credit to apply on the Master of Science in Human Resources degree must have been regularly applicable on a master’s degree program at the institution at which it was earned at the time the work was completed.

III. Planning the Program

The student’s study program leading to the master’s degree is developed in consultation with his or her faculty advisor and is carefully related to the student’s individual needs. Needs are identified through consideration of undergraduate preparation and immediate and prospective career goals.

IV. Thesis

No thesis is required in the Master of Science in Human Resources degree program.

V. Transfer Work

A maximum of nine semester hours of graduate credit transferred from other colleges or universities may apply, if appropriate, to the program. Only grades of “B” or above may be considered for transfer. The student who plans to transfer credit is responsible for assembling sufficient supporting material to allow the department chair to make an adequate evaluation of the transfer credit request.

VI. Grade Regulations

The grades of A, B, C, D, F, P, N, W, WF, AW, and I may be assigned to graduate students. The grade mark “P” indicates pass without exact grade; the grade mark “W” indicates withdrawn; the grade mark “AW” indicates administrative withdrawal; the temporary grade mark “N” indicates the semester grade was not submitted by the instructor by the appropriate deadline. Grade marks have the following grade point values.

- A = 4.0
- B = 3.0
- C = 2.0
- D = 1.0
- F = 0.0
- WF = 0.0
- AW = 0.0

Grade marks of “P” and “W” are disregarded with respect to grade points and hours attempted in computing grade average.

An incomplete grade (“I”) may be used at the instructors discretion to indicate that additional work is necessary to complete a course. It is not a substitute for an “F”, and no student may be failing a course at the time an “I” grade is awarded. To receive an “I” grade, the student should have satisfactorily completed a substantial portion of the required course work for the semester. “I” grades must be changed by the instructor within one year from the end of the semester in which the “I” was assigned or they will remain as a permanent “I” and not contribute to the student’s GPA.

No more than six semester hours of “C” grade may be counted in the plan of study for the Masters degree in Human Resources, and the grade point average for all graduate courses taken on the degree program must be 3.0 or above. Departmental courses in which a passing grade is made may not be repeated. Courses in which a lower grade is made may be repeated only with advisor and/or departmental approval. The last grade is counted with reference to graduation requirements. No additional credit is allowed for a repeated course. Students accumulating more than six semester hours of “C” or lower in courses will have their admission to the program reviewed. Credit with grades of “D” will not satisfy specific degree requirements. After appropriate review and discussion with the student, the Department may recommend to the Graduate Dean the termination of student’s admission to the degree program, place the student on departmental probation with stated criteria for reinstatement, and/or recommend remedial action which the student must complete in order to return to good standing. The student will be notified in writing by the Graduate Dean of the above actions.

VII. Individual Study

A superior student may, upon approval of his or her graduate advisor and the chair of the department involved, elect to establish up to a maximum of ten hours of graduate study by individual study. The purpose of an individual study is to provide enriching experiences for superior students (generally, those having a grade average of “B” or better in the field in which they wish to do the individual study) in an area of study not readily available in conventional classes. An interested student should consult his or her advisor or the appropriate department chair.

VIII. Course Requirements for Degree Options

A student pursuing the Master of Science in Human Resources degree must select one of the following degree options. Such selection shall be made at the time of admission to the graduate program since a change of option may result in the student having completed inapplicable work.

IX. Ethics and Professional Standards

The student admitted to the Master of Science in Human Resources program needs to familiarize himself or herself with and act in accordance with the ethical standards required by the following board, committee, or professional organizations.

1. American Counseling Association
2. Oklahoma State Board of Behavior Health
3. Commission on Rehabilitation Counselor Certification
4. National Board for Counselor Certification

Any behavior on the part of a student which may conflict with the above professional standards will be reviewed by a committee from the Human Resources faculty consisting of the advisor, Human Resources faculty member appointed by the Chair, and a faculty member chosen by the student. The student may be present at the committee meeting. The committee will have the authority to take any of the following actions, or any other appropriate actions: exonerate the student; notify the student and plan appropriate ameliorative action; notify appropriate boards and law enforcement agencies; drop the student from the program.
Clinical Mental Health Counseling*  
Option - 0892

*Name change pending State Regents approval

The Clinical Mental Health Counseling option (CMHC) provides preparation for individuals who desire to pursue a career in the field of mental health counseling and to be eligible for licensure as a Licensed Professional Counselor (LPC). The program prepares students to develop the knowledge and skills to be employed in a variety of organizations and agencies that provide mental health and counseling services to adults with mental health concerns.

Curriculum

I. Research (6 hours)
   HURES 5103 Human Services Research (Must be taken in the first 12 hours)
   HURES 5123 Grant Writing in Human Resources

II. Specialization (Minimum of 24 hours)

   Counseling Theory - Two of the following (6 hours):
   EDPSY 5163 Cognitive Beh Theories & Meth of Coun & Psychotherapy
   EDPSY 5433 Affective Theories & Tech of Coun and Psychotherapy
   HURES 5613 Counseling Theories

   Developmental and Behavior Theory - the following (9 hours):
   HURES 5253 Legal and Ethical Aspects of Case Mgmt
   HURES 5603 Hum Growth and Dev, a Multicultural Approach
   HURES 5633 Career and Life-Style Dev

   Psychopathology - One of the following:
   HURES 5213 Diag and Treatment of Psychiatric & Co-occurring Disorders

   Appraisal/Assessment (Minimum of 6 hours of the following):
   EDPSY 5353 Standardized Group Tests
   HURES 5163 Appraisal & Assessment of Individuals, Groups, & Families
   PSYCH 5373 Personality Assessment
   PSYCH 5403 Intellectual Assessment
   PSYCH 5423 Stanford-Binet IV: Woodcock-Johnson

III. Practicum and Internship

   The following (15 hours):
   HURES C5553 Practicum in Counseling
   HURES C5553 Practicum in Counseling
   HURES 5953 Internship in Counseling
   HURES 5953 Internship in Counseling
   HURES 5953 Internship in Counseling

IV. Theory and Practice

   The following (15 hours):
   H/P/E 5443 Advanced Group Counseling
   HURES 5043 Human Serv Admin and Supervision
   HURES 5363 Theories of Marriage and Family Coun
   HURES 5623 Counseling Intervention
   PSYCH 5113 Theories of Personality and Hum Beh

Criminal Justice  
Option - 0895

(36 hours minimum)

The Criminal Justice option provides students the opportunity to develop the advanced skills and knowledge needed to function effectively in the full range of criminal justice professions. The program also provides the opportunity to acquire the resources necessary for program development and management.

Curriculum

I. Research
   HURES 5103 Human Services Research (Must be taken in the first 12 hours)
   HURES 5123 Grant Writing in Human Resources

II. Specialization (Minimum of 24 hours)

   The following:
   CRJS 5113 Pol and Legal Aspects of the Crim Just Sys
   CRJS 5313 Interrogation/Report Writing
   CRJS 5323 Foun of the Crim Justice Prof
   HURES 5153 Operations Management
   HURES 5253 Legal and Ethical Aspects of Case Mgmt
   HURES 5263 Management Information Systems
   HURES 5343 Personnel Supervision
   HURES 5433 Organ Planning and Decision Making

III. Measurement and Evaluation (Minimum of 3 hours)

   EDPSY 5353 Standardized Group Tests
   HURES 5163 Appraisal and Assessment of Individuals, Groups and Families
   HURES 5303 Program Evaluation
   PSYCH 5373 Personality Assessment

IV. Practicum (Minimum of 3 hours)

   CRJS 5553 Practicum in Criminal Justice
Human Resources
Option - 0891

Curriculum

I. Research

HURES 5103 Human Services Research (Must be taken in the first 12 hours)
HURES 5123 Grant Writing in Human Services

II. Specialization

The following (15 hours):
HURES 5043 Hum Serv Admin and Supervision
HURES 5153 Operations Management
HURES 5263 Management Information Systems
HURES 5343 Personnel Supervision
HURES 5433 Organ Planning and Decision Making

Choose TRACK A (Administration) or TRACK B (Human Services)

TRACK A - Administration - focuses upon the problem-solving and decision-making responsibilities of modern management. It is aimed at providing broad-based preparation for careers in administration in either the public or private sector.

III. Measurement and Evaluation

The following (3 hours):
HURES 5303 Program Evaluation

IV. Human Services Processes (Minimum of 6 hours)

H/P/E 5443 Adv Group Counseling
HURES 5363 Theory of Marriage and Family Counseling
HURES 5603 Hum Growth and Dev, a Multicultural Approach
HURES 5633 Career and Life-Style Dev
PSYCH 5113 Theories of Personality and Hum Beh
PSYCH 5443 Multicultural Consult and Interv

V. Practicum (Minimum of 3 hours)

HURES 5553 Practicum in Human Services

VI. Approved Electives (Minimum of 3 hours)

Students must select, with the advisor’s approval, sufficient 5000-level courses (minimum of 3 hours) to total 36 hours. Courses not taken in the above categories may be used as electives.

TRACK B - Human Services - provides the opportunity for development of the necessary skills to become an effective human service provider. Students will learn the concepts necessary for organizational and client program development, as well as broad based skills for working with clients. Students will develop skills in case management, client employment and development, and strategies for a wide range of problem solving in the human services field.

III. Measurement and Evaluation (Minimum of 3 hours)

HURES 5163 Appraisal and Assessment of Individuals, Groups, and Families
HURES 5303 Program Evaluation
EDPSY 5353 Standardized Group Tests
PSYCH 5373 Personality Assessment

IV. Human Services Processes (Minimum of 9 hours)

H/P/E 5443 Advanced Group Counseling
HURES 5213 Diag and Treatment of Psychiatric & Co-occurring Disorders
HURES 5253 Legal and Ethical Aspects of Case Mgmt
HURES 5363 Theory of Marriage and Family Counseling
HURES 5603 Hum Growth & Dev, a Multicultural Approach
HURES 5633 Career and Life-Style Dev
PSYCH 5113 Theories of Personality and Hum Beh
PSYCH 5443 Multicultural Consult and Interv

V. Practicum (Minimum of 3 hours)

HURES 5553 Practicum in Human Services
Clinical Rehabilitation and Clinical Mental Health Counseling
Option - 0894

This option prepares rehabilitation and counseling professionals for employment in a variety of public and private settings. This training program affords students opportunities to gain the knowledge necessary to become highly-skilled professionals meeting the demands of rehabilitation and clinical mental health counseling. Students completing the program will satisfy the educational and clinical training requirements to be eligible for certification (Certified Rehabilitation Counselor – CRC) and licensure (Licensed Professional Counselor—LPC). An applicant for admission to the program must show evidence of professional potential. This option is fully accredited by Council on Rehabilitation Education (CORE).

Curriculum

I. Research

HURES 5103 Human Services Research (Must be taken in the first 12 hours)
HURES 5123 Grant Writing in Human Services

II. Specialization (Minimum of 54 hours)

H/P/E 5443 Advanced Group Counseling
HURES 5043 Hum Serv Admin and Supervision
HURES 5053 Community Service Theory and Practice
HURES 5073 Assessment of Psychological, Social, and Relational Aspects of Disability
HURES 5163 Appraisal and Assessment of Individuals, Groups and Families
HURES 5213 Diag and Treatment of Psychiatric & Co-occurring Disorders
HURES 5243 Clinical Rehabilitation & Clinical Mental Health Foundations
HURES 5253 Legal and Ethical Aspects of Case Mgmt
HURES 5463 Medical Aspects of Disability
HURES 5473 Framework for Job Placement Development
HURES R5553 Practicum in Clinical Rehabilitation & Clinical Mental Health Counseling
HURES 5603 Human Growth & Dev: A Multicultural Approach
HURES 5613 Counseling Theories
HURES 5623 Counseling Intervention
HURES 5633 Career and Life-Style Development
HURES 5943 Internship in Clinical Rehabilitation & Clinical Mental Health Counseling
HURES 5943 Internship in Clinical Rehabilitation & Clinical Mental Health Counseling
HURES 5943 Internship in Clinical Rehabilitation & Clinical Mental Health Counseling

Graduate Certificate in Human Resources
(Addictions Counseling) - 0990

Participant in the Certificate in Human Resources (Addictions Counseling) will:

1. Acquire knowledge of the psychological, social and physiological aspects of substance addictions.
2. Gain knowledge concerning the effects of substance abuse on individuals, relationships and society.
3. Learn effective intervention and treatment strategies to help those impacted by and at risk of substance abuse disorders.
4. Demonstrate basic skills of documentation, treatment planning and other services in regards to assessing and treating substance abuse disorders.
5. Learn skills to provide culturally competent treatment that reduces barriers to participants accessing services.

These objectives support ECU’s mission of fostering learning in a culturally diverse society and promote leadership for economic development by training counselors to excel in substance abuse counseling.

HURES 5083 Concepts in Addiction Counseling Practice
HURES 5183 Addictions Theory
HURES 5283 Psychopharmacology and Substance Abuse
HURES 5383 Family Systems and Addictions
HURES 5483 Family Therapy and Addictions
MASTER OF SCIENCE IN
PSYCHOLOGICAL SERVICES DEGREE

General Purpose and Objectives

The Master of Science in Psychological Services degree is designed to develop professionals who can function as Licensed Professional Counselors, Licensed Behavioral Practitioners, School Psychologists or psychological assistants in such settings as mental health centers, guidance centers, mental hospitals, alcohol and drug treatment centers, correctional institutions, and the independent practice of a Licensed Professional Counselor. The role of these professionals is to help people more fully to develop their potential for creative productivity and emotional satisfaction. The following general objectives are intended to prepare students to fill this role:

1. to provide opportunities for students to acquire knowledge of the general principles involved in providing psychological services;
2. to prepare students to understand research methodology and to use research reports and psychological literature;
3. to prepare students to provide the psychological services of counseling, consulting, and evaluating.

Students in this program are expected to have or to acquire in the early phases of training knowledge of general psychology, statistical methods, psychology of learning and its application to behavior modification, psychology of personality, abnormal psychology, and psychological evaluation. A course in theory and research in psychological services builds on this background to develop competencies in research and the use of psychological literature. Courses in individual mental testing, and individual psychological evaluation, help students to acquire the skills to evaluate people. Courses in behavior change and clinical psychology help students to provide counseling services to people. A course in community consultation helps students to provide consultation in their work setting and community.

Small classes and ample opportunities for interaction with faculty and students provide an excellent opportunity for students to develop the skills necessary to function well in their occupations. Graduate teaching assistantships and graduate research assistantships provide financial assistance as well as unusual opportunities for learning. Qualified graduate students may join Psi Chi, which is the international honor society in psychology and which is affiliated with the American Psychological Association.

General Regulations for the Program

I. Admission to the Master of Science in Psychological Services Degree

Unconditional Admission

Unconditional admission may be granted to an applicant who meets the following requirements:

1. Completion of a baccalaureate degree from an accredited college or university.
2. Submit two (2) letters of recommendation.
3. Pass the graduate writing proficiency examination.
4. Completion of a Departmental Application for Admission form.
5. Meet two (2) of the following:
   a. An undergraduate GPA of 3.0 or above on either:
      1. all undergraduate work attempted, or
   b. A GPA of 3.0 or above on all undergraduate or graduate work attempted in eighteen or more semester hours of psychology or related field;
   c. A minimum percentile score of either:
      1. 40% on the Verbal Section of the General Test of the Graduate Record Examination, or
      2. 40% on the Quantitative Section of the General Test of the Graduate Record Examination
      3. 40% on the Analytical Section of the General Test of the Graduate Record Examination.

Conditional Admission

Conditional admission may be granted to an applicant who has met all requirements for unconditional admission except completion of the graduate writing proficiency exam. This exam must be completed and on file before the student has completed 12 hours of graduate coursework.

Probationary Admission

Applicants meeting all the requirements under 1-4 above but not meeting the requirements under item 5 above for unconditional admission may be considered for probationary admission by the Dean of the School of Graduate Studies by meeting one of the following criteria:

1. A minimum percentile score of 40% on the Graduate Record Examination Subject Test in Psychology;
2. A GPA of 3.0 or above on all graduate work attempted if the total equals at least eight semester hours;
3. Evidence of considerable professional potential which may not be reflected in GPA or standardized test scores such as prior successful relevant work experience or evidence of leadership in a minority group culture.

II. Credit Requirements

The program leading to the Master of Science degree in Psychological Services requires completion of at least sixty hours of applicable work above the bachelor’s degree. Courses which may apply on the master’s degree program are those 5000 level courses and appropriate graduate courses transferred from accredited institutions.
**III. Planning the Program**

Each student will be assigned a faculty graduate advisor upon entering the program and will be expected to work closely with the advisor. A student will need to work with his or her advisor in meeting basic professional goals. This MSPS degree qualifies an individual to take the Oklahoma Merit Exam and work in applied areas of psychology under supervision. Those students who want to work independently, upon completion of the program will have met the academic requirements for certification as a Licensed Professional Counselor, a Licensed Behavioral Practitioner, or a School Psychologist.

**IV. Thesis**

No thesis is required in the Master of Science in Psychological Services program at East Central University. However, one may be submitted in partial fulfillment of the requirements for the degree, for credit of six semester hours, provided approval is given by the Graduate Committee of the Psychology Department, the Dean of the College of Education and Psychology, and the Dean of Graduate Studies (see the course PSYCH 5691-6). Guidelines for writing the thesis in the Master of Science in Psychological Services program may be obtained either from the Dean of Graduate Studies or the Chair of the Department of Psychology.

**V. Transfer Work**

A maximum of nine semester hours of graduate credit earned at other colleges and universities may be accepted as partial fulfillment of the requirements for the master’s degree in psychological services. To be applicable, the graduate credit must meet the following three requirements:

1. The college or university at which the credit was obtained must offer a graduate degree in psychology (either master's or doctorate);
2. The content of the course involved must be consistent with the career goals of the student as determined by the student’s advisor and the Chair of the Department of Psychology;
3. The student must have received an “A” or “B” (or the equivalent) in the course involved.

The student who plans to transfer credit is responsible for assembling sufficient supporting material to allow the department chair and graduate dean to make an adequate evaluation of the transfer credit request.

**VI. Grade Regulations**

The grades of A, B, C, D, P, F, N, W, AW, WF and I may be assigned to graduate students. The grade mark “P” indicates pass without exact grade; the grade mark “W” indicates withdrawn; the grade mark “AW” indicates administrative withdrawal; the grade mark “N” indicates the semester grade was not submitted by the instructor by the appropriate deadline. Grade marks have grade point values per semester hour as follows: A-4, B-3, C-2, D-1, F-0, and WF-0. Grade marks of “P” and “W” are disregarded with respect to grade points and hours attempted in computing grade averages.

An incomplete grade (“I”) may be used at the instructor’s discretion to indicate that additional work is necessary to complete a course. It is not a substitute for an “F”, and no student may be failing a course at the time an “I” grade is awarded. To receive an “I” grade, the student should have satisfactorily completed a substantial portion of the required course work for the semester. “I” grades must be changed by the instructor within one year from the end of the semester in which the “I” was assigned or they will remain as a permanent “I” and not contribute to the student’s GPA. (“I” grades in PSYCH 5691-6 Master’s Thesis are exempt from this regulation.)

Only courses having grades of “C” or above may be counted in the minimum sixty semester hours graduate study required for the master’s degree, and the grade average for all courses taken on the degree program and all prerequisites must be “B” (3.0) or above. Credit with grades of “D” will not satisfy degree requirements.

A student may repeat a course if approved by the advisor. Only the last grade is counted with reference to graduation requirements. No additional credit is allowed for a repeated course.

**VII. Practicum**

The student must complete an application form for practicum placement at least five weeks before the semester in which the practicum begins.

The student’s advisor and the Coordinator of Training will determine the type and appropriateness of supervision for each placement. The student will spend a minimum of ten percent of his or her practicum work hours receiving direct supervision.

**VIII. Ethics and Professional Standards**

The student admitted to the Master of Science in Psychological Services program needs to familiarize himself or herself with and act in accordance with the following documents:

1. American Psychological Association Ethical Principles of Psychologists
2. General Guidelines for Providers of Psychological Services (APA)
3. Oklahoma Psychologists Licensing Act
4. Standards for Educational and Psychological Testing

Any behavior on the part of a student which may conflict with the standards in the above documents will be reviewed by a committee from the psychology faculty consisting of the advisor, a psychology faculty member appointed by the chair, and a faculty member chosen by the student. The committee will have the authority to take any of the following actions: exonerate the student; notify the student and plan appropriate ameliorative action; notify appropriate boards and law enforcement agencies; or drop the student from the program.
Psychological Services - 0860

Choose TRACK A (Community) or TRACK B (School) (Each track to total 60 hours.)

**TRACK A - Community** - focuses on the skills and knowledge needed for mental health practice within community mental health settings. The curriculum is broad-based to prepare students in working with many different populations within the community mental health setting. Students in this track will be eligible to seek state LPC and LBP licensure.

**I. Psychological Foundations** (15 hours total):

- PSYCH 5063 Adv Physiological Psych
- PSYCH 5113 Theories of Personality & Hum Beh
- PSYCH 5173 Prof Orientation and Ethics in Clinical Psych
- PSYCH 5183 Adv Abnormal Psychology
- PSYCH 5473 Adv Psych of Childhood & Adolescence

**II. Assessment Courses** (6 hours total):

- PSYCH 5373 Personality Assessment
- PSYCH 5403 Intellectual Assessment

**III. Research and Statistics** (6 hours total):

- PSYCH 5143 Stat and Design in Applied Psychology
- PSYCH 5153 Research in Psychology

**IV. Counseling and Psychotherapy** (15 hours total):

- EDPSY 5163 Cog Beh Theories & Methods of Coun & Psychotherapy
- EDPSY 5433 Affective Theories of Counseling & Psychotherapy
- PSYCH 5333 Beh Intervention w/ Children
- PSYCH 5363 Adolescent Psychopathology and Treatment
- PSYCH 5443 Multicultural Consultation and Interv

**V. Field Experiences** (6 hours total):

- PSYCH 5553 Practicum in Psychology (6 hours)

**VI. Electives** (12 hours total):

Students may select with advisor/department approval twelve (12) hours of graduate electives with PSYCH, EDPSY, HRPSY, or H/P/E prefix to total 60 hours.

**OR**

Students may select with advisor/department approval six (6) hours of graduate electives with PSYCH, EDPSY, HRPSY, or H/P/E prefix.

**AND**

PSYCH 5691-6 Thesis (6 hours, Prereq: Departmental Approval) to total 60 hours. Students who plan to apply for state LPC licensure are strongly advised to complete EDPSY 5363 and H/P/E 5443 as electives.

**TRACK B - School** - focuses on the skills and knowledge needed for providing psychological services within public school settings. The curriculum is designed to prepare students to work with diverse childhood populations, including children from diverse demographic backgrounds as well as children with diverse learning, behavior, and emotional needs. Students who successfully complete this track will be eligible to seek state LPC licensure as well as state School Psychologist and School Psychometrist certification.

**I. Psychological Foundations** (18 hours total):

- EDPSY 5143 Intro to Sch Psych Services
- EDPSY 5353 Standardized Group Tests
- PSYCH 5113 Theories of Personality & Hum Beh
- PSYCH 5183 Adv Abnormal Psychology
- PSYCH 5313 Adv Educ Psych
- PSYCH 5473 Adv Psych of Childhood & Adolescence

**II. Assessment Courses** (9 hours total):

- EDPSY 5403 Non-Traditional Assessment
- PSYCH 5403 Intellectual Assessment
- PSYCH 5433 Diagnostic Assessment

**III. Research and Statistics** (3 hours total):

- PSYCH 5143 Stat and Design in Applied Psychology

**IV. Counseling and Psychotherapy** (15 hours total):

- EDPSY 5163 Cog Beh Theories & Methods of Coun & Psychotherapy
- EDPSY 5433 Affective Theories of Counseling & Psychotherapy
- PSYCH 5333 Behavioral Intervention with Children
- PSYCH 5363 Adolescent Psychopathology and Treatment
- PSYCH 5443 Multicultural Consultation and Interv
- H/P/E 5443 Adv Group Coun

**V. Field Experiences** (12 hours total):

- EDPSY 5493 Practicum in School Psychology
- EDPSY 5693 Practicum in School Psychometry
- EDPSY 5593 Internship in School Psychology I
- EDPSY 5613 Internship in School Psychology II
Graduate Certificate in Psychological Services

School Psychologist - 1000

(60 hours)

Applicant must hold and maintain a valid Standard Teaching Certificate in Early Childhood, Elementary, Elementary/Secondary, or Secondary or applicant must have completed course work in the teaching of reading and the teaching of mathematics. These courses shall have been followed by a one hundred twenty (120) clock hour pre-professional field experience in regular education and special education. Applicant must hold a Master’s Degree in one of the following areas: General Psychology, Special Education, Child Psychology, Educational Psychology, School Counseling, or a related counseling area.

School Psychologist Certificate candidates will be eligible to complete the OSAT certification exams for School Psychologist (033) and Psychometrist (034). School Psychologist certificate students will only be eligible to seek state LPC licensure if they hold a Master’s Degree in an area related to mental health and accepted by the state LPC licensure board. Minimum total sixty (60) semester credit hours, including course work in the following program of study are required.

Curriculum

I. Psychological Foundations (18 hours)
   - EDPSY 5143 Introduction to School Psych Services
   - EDPSY 5353 Standardized Group Tests
   - PSYCH 5113 Theories of Personality and Hum Beh
   - PSYCH 5183 Adv Abnormal Psychology
   - PSYCH 5313 Adv Educational Psychology
   - PSYCH 5473 Adv Psych of Child and Adolescence

II. Assessment Courses (9 hours)
   - EDPSY 5403 Non-Traditional Assessment
   - PSYCH 5403 Intellectual Assessment
   - PSYCH 5433 Diagnostic Assessment

III. Research and Statistics (3 hours)
   - PSYCH 5143 Stat and Design in Applied Psych

IV. Counseling and Psychotherapy (18 hours)
   - EDPSY 5163 Cog Beh Theories and Meth of Couns & Psychotherapy
   - EDPSY 5433 Affective Theories of Counseling & Psychotherapy
   - PSYCH 5333 Beh Intervention w/ Children
   - PSYCH 5363 Adolescent Psychopathology & Treatment
   - PSYCH 5443 Multicultural Consultation and Interv
   - H/P/E 5443 Adv Group Coun

V. Field Experiences (12 hours)
   - EDPSY 5493 Practicum in School Psychology
   - EDPSY 5593 Internship in School Psychology I
   - EDPSY 5613 Internship in School Psychology II
   - EDPSY 5693 Practicum in School Psychometry

Graduate Certificate in Psychological Services

School Psychometrist - 1010

(30 hours)

Applicant must hold and maintain a valid Standard Teaching Certificate in Early Childhood, Elementary, Elementary/Secondary, or Secondary or applicant must have completed course work in the teaching of reading and the teaching of mathematics. These courses shall have been followed by a one hundred twenty (120) clock hour pre-professional field experience in regular education and special education.

Applicant must hold a Master’s Degree in one of the following areas: General Psychology, Special Education, Child Psychology, Educational Psychology, School Counseling, or a related counseling area. School Psychometrist Certificate candidates will be eligible to complete the OSAT certification exam for Psychometrist (034). Minimum total of thirty (30) semester credit hours, including course work in the following program of study are required.

Curriculum

I. Psychological Foundations (18 hours)
   - EDPSY 5143 Introduction to School Psych Services
   - EDPSY 5353 Standardized Group Tests
   - PSYCH 5113 Theories of Personality and Hum Beh
   - PSYCH 5183 Adv Abnormal Psychology
   - PSYCH 5313 Adv Educational Psychology
   - PSYCH 5473 Adv Psych of Child and Adolescence

II. Assessment Courses (9 hours)
   - EDPSY 5403 Non-Traditional Assessment
   - PSYCH 5403 Intellectual Assessment
   - PSYCH 5433 Diagnostic Assessment

III. Field Experiences (3 hours)
   - EDPSY 5693 Practicum in School Psychometry
Cost Statement

This publication was printed by United Graphics, Mattoon IL and issued by East Central University as authorized by House Bill 1714. A total of 800 copies were printed at a cost of $786.05.

Affirmative Action Compliance Statement

East Central University, in compliance with all applicable Federal and State laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, genetic information, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admission, employment, financial aid, and educational services. The following person has been designated to handle inquiries regarding the non-discrimination policies: Employment Services Director, 1100 E. 14th, Adm 160, Ada, OK 74820, (580) 559-5217